

PROJECT PLAN: Municipal Development Plan Update

March 2016

Project Details

Project Name	Planning & Development Process Review
Project Team	Sponsor: Peter Vana Team Lead: Carol Bergum Team: Martin Frigo (project lead writer) Deanna Cambridge (assistant) Stephen Fegyverneki Duncan Martin Stakeholders: Administration
Description & Purpose	Rescind current Municipal Development Plan and replace with an updated Municipal Development Plan (based on CSDP engagement results): <ul style="list-style-type: none"> • Update existing County statistics and background information • Update Vision Statement and Principles • Update Growth Policies for the County in all areas and create new sub-areas. • Update all mapping including, but not limited to, new future land use concept map, environmentally sensitive areas map, transportation and road network map, servicing map, and open space map. • Update policies related to implementation.
Deliverables	<ul style="list-style-type: none"> • Updated draft Municipal Development Plan <ul style="list-style-type: none"> ○ Draft MDP sections will be presented to Council on a regular basis for comment. ○ The Draft MDP will be presented to Council at the end of 2016.
Start date	January 2016
Completion date	December 2016
Decision maker	Council
Directive	Council Strategic Plan 2016-20.
Resources available or required	<ul style="list-style-type: none"> • 21 hrs /week: Senior Planner – Long Range Planning • 17.5 hrs /week: Planner • GIS support (<i>hours unknown at this time</i>) • Planning administrative staff (<i>hours unknown at this time</i>) Hours identified are “dedicated hours” needed to properly resource the project.
Public Engagement Plan required	Will be required.

Project Workplan

Step	Deliverables	Anticipated Completion
Project definitions and preparation. Project Vision	<ul style="list-style-type: none"> • Project Workplan • Consultation Plan • Approval of project vision • Content outline (information purposes) • Council presentation 	March 2016
Project Principles	<ul style="list-style-type: none"> • Approval of Project Principles 	March 2016
Policy drafting – phase 1 (Q2 Council update).	<ul style="list-style-type: none"> • Draft Introduction, Community Vision and Principles section • Growth Policy sections: <ul style="list-style-type: none"> ○ Community Development ○ Environmental Conservation and Management ○ Economic Diversification and Development • Council presentation 	May 2016
Policy drafting – phase 2 (Q2 Council update).	<ul style="list-style-type: none"> • Growth Policy sections: <ul style="list-style-type: none"> ○ Transportation, Infrastructure and Servicing ○ Governance and Regional Collaboration • Sub Policy section (text) and interim mapping • Interim update – Growth Study Report • Council presentation 	June 2016
Growth Study Report (Q4 CoW update).	<ul style="list-style-type: none"> • Draft Report – Growth Study Report • CoW presentation 	October 2016
Policy drafting – phase 3 (Q4 Council update).	<ul style="list-style-type: none"> • Growth Policy sections: <ul style="list-style-type: none"> ○ Priority Growth Area Development ○ Residential Development ○ Agriculture • Final Sub Policy section mapping • Council presentation 	October 2016
Growth Study Report (Q4 Council update).	<ul style="list-style-type: none"> • Final Growth Study Report • Council presentation 	November 2016
Policy drafting – phase 4 (Q4 Council update).	<ul style="list-style-type: none"> • Implementation Section completed • Interim MDP mapping completed • Council presentation 	December 2016
Finalize draft MDP (Q4 Council update)	<ul style="list-style-type: none"> • Draft MDP <ul style="list-style-type: none"> ○ Final Draft MDP text ○ Final Draft MDP mapping ○ Final Appendices • Council presentation 	December 2016

Out of Scope

These activities are not part of the scope of the MDP update:

- Land Use Bylaw No. 20-2009 update.
- Amendments to the MDP Bylaw No. 37-2007 and Land Use Bylaw No. 20-2009.
- Research on topics not defined in the “MDP 2016 content outline” document.
- Consultation not outlined in the “MDP Consultation Plan”.
- Updates to any policy, bylaw, plan, study or report that supports the MDP.
- Project management of the Growth Study Report.

Project Risks

The following plans have the potential to cause delays to the project:

- Spruce Grove Growth Study
- Capital Region Board Plan
- North Saskatchewan Regional Plan
- Internal Staff Resources

Process and Communications

- Bi-weekly meetings: Project Lead, Team Lead, Project Sponsor.
- Quarterly meetings: Project Team.
- Council will be provided a quarterly update on the MDP update.
- “Ad-hoc meetings” with administration will be required throughout the MDP update.

Team Meeting Schedule

Meeting	Objective	Outcome
1	<ul style="list-style-type: none"> • Review of MDP project plan • Review of draft vision statement 	MDP project plan ready for Council presentation. Draft vision statement ready for Council presentation.
2	<ul style="list-style-type: none"> • Review of draft project principles 	Draft project principles ready for Council presentation.
3	Review of draft policies for: <ul style="list-style-type: none"> • Community Development • Environment • Economic Development 	Draft policies for Q1 Council update.
4	Review of draft policies for: <ul style="list-style-type: none"> • Residential Development • Transportation, Infrastructure, Servicing • Sub Policy area mapping 	Draft policies for Q2 Council update.
5	Review of draft policies for: <ul style="list-style-type: none"> • Agriculture • Priority Growth Area Development • Governance and Collaboration • Sub Policy mapping 	Draft policies and mapping for Q3 Council update.
6	Review of draft policies for: <ul style="list-style-type: none"> • Implementation section Review draft MDP mapping	Draft policies and mapping for Q4 Council update.
7	Review Draft MDP	Draft MDP for Council review.

Approval:

Project lead writer:	<div></div> <div>(name)</div>	<div></div> <div>(date)</div>
Manager:	<div></div> <div>(name)</div>	<div></div> <div>(date)</div>
General Manager:	<div></div> <div>(name)</div>	<div></div> <div>(date)</div>

MDP Public Consultation Plan

March 2016

Project Name:	Municipal Development Plan Update 2016
Department Responsible:	Planning & Development Services
Project Manager:	Carol Bergum
Project Participants:	Martin Frigo – planner, project lead writer Deaana Cambridge - planner Planning & Development Services staff
Project Description:	To rescind the current MDP Bylaw 37-2007 and replace with a new (updated) Municipal Development Plan.
Decision being made:	Approval of new Municipal Development Plan.
Decision makers:	Council will make the final decision based on recommendations from Planning & Development Services.
Scope of this decision:	Council will be asked to approve the updated MDP. The MDP will function as the County's overriding document that guides future development in the County.
Timeline for decision:	The Draft MDP will be presented to Council in Q4 2016. Final decision will be requested in Q4 2016 / Q1 2017.
Reason for public consultation:	<ul style="list-style-type: none"> To inform the public and stakeholders that the draft MDP has been completed. To seek feedback on various policies in the draft MDP from the public and stakeholders.
Level of public consultation:	<ul style="list-style-type: none"> The primary level of engagement will be consult. Public and stakeholders will be consulted of the various draft policies already prepared in the draft MDP and asked to provide practical feedback on the policies. Administration will undertake changes to the draft MDP <u>where</u> feedback on policies align with Council's overall direction for growth as identified in the Council Strategic Plan, <u>and where</u> feedback aligns with the overall MDP vision and principles.
Information being sought from the public:	<ul style="list-style-type: none"> Feedback on draft MDP policies.
How information from the public will be used in the decision-making:	<ul style="list-style-type: none"> Comments gathered from the public and stakeholders on the draft MDP policies will help shape the final policies going forward to Council.
Strategy: <ul style="list-style-type: none"> Multiple consultations have occurred for this project as part of the Community Sustainability Development Plan (CSDP). These include public open houses and workshops, committee meetings, and on-line engagements. As such, the primarily focus at this time for the MDP will be to consult with the public and stakeholders on draft policies developed for the new MDP. 	

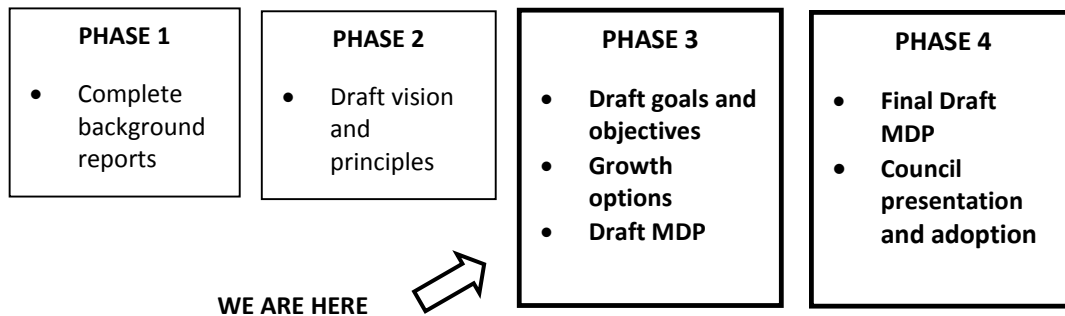
- Planning & Development Services envisions three structured open houses throughout the County where residents and stakeholders will have the opportunity to review the draft MDP policies and to provide feedback.
- Tentative schedules for open houses include:
 - Open House # 1: late September 2016
 - Open House # 2: mid-December 2016
 - Open House # 3: mid-January 2017
- MDP open houses will occur simultaneously to public open houses for the Integrated Community Sustainability Plan (ICSP).
- Planning & Development Services also envisions the potential for several, small focus group meetings with County Advisory Committees and select stakeholders to review the draft MDP policies and to seek feedback on the policies.
- Administration will ensure that open house and focus group sessions occur after Council MDP updates as outlined in the MDP project workplan. This approach gives Council the first review of all MDP policies prior to review by committees, stakeholders, and the public.

Q3 2016 Open House (late Q3)	<ul style="list-style-type: none"> • present interim policy highlights to date • seek feedback on policy sections to date
Q4 2016 Open House (late Q4)	<ul style="list-style-type: none"> • present key policy highlights and draft mapping • identify how feedback from open house 1 has been incorporated • seek feedback on missing sections of the draft MDP
Q1 2017 Open House (early Q1)	<ul style="list-style-type: none"> • highlight the draft revised MDP and mapping as revised • identify how feedback from open house 1 and 2 have been incorporated • identify MDP approval and public hearing process
Q4 2016 potential focus groups (up to 4 max)	<ul style="list-style-type: none"> • Share specific MDP policies with select stakeholders and seek feedback on specific policy areas

Overview of Parkland County Growth Study

Background:

Administration is currently updating Municipal Development Plan Bylaw No. 37-2007. Completion of a **Growth Study** is needed to identify a final growth concept to be used in the MDP update. Administration is currently in “phase 3” of the MDP update.



Study Area boundaries:

The Growth Study will provide a comprehensive understanding of the growth potential for the entire region surrounding (and including) Parkland County. The study area includes:

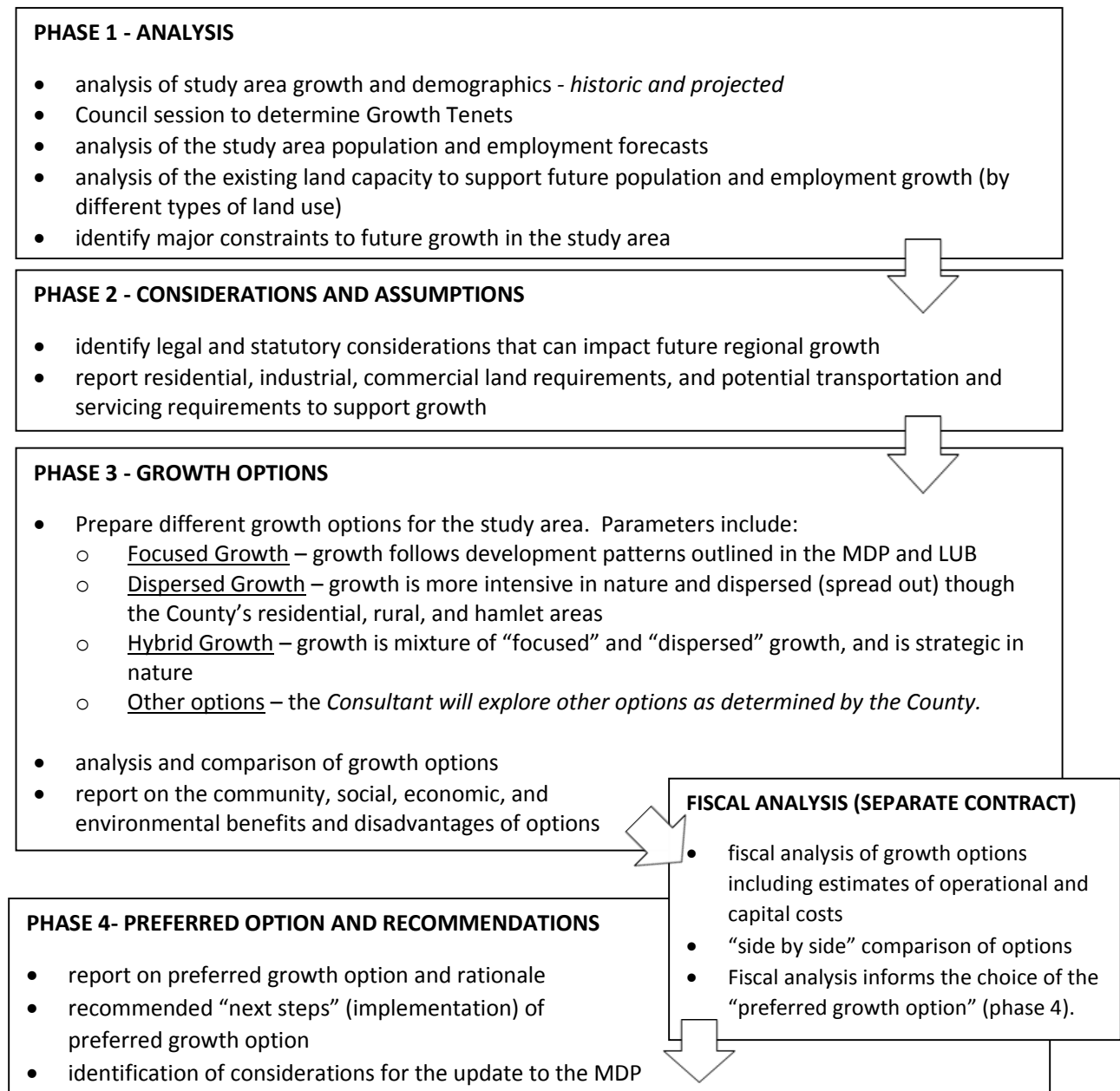
- Parkland County (all County hamlets, subdivisions, and rural and industrial areas)
- all cities, towns, villages and summer villages surrounded by Parkland County, including The City of Spruce Grove, Town of Stony Plain, villages of Wabamun and Spring Lake, and summer villages of Kapasiwin, Lakeview, Point Allison, Seba Beach, and Betula Beach.

The Growth Study will also outline the immediate growth pressures placed on the study area from neighbouring municipalities including the City of Edmonton, Sturgeon County, Leduc County, Lac Ste. Anne County, Brazeau County, Yellowhead County, and the Town of Devon.

Growth Study process:

The Growth Study will be completed in four phases. A fiscal analysis (under separate contract) will also be completed concurrent to the Growth Study to inform the completion of Phase 4 of the project. A synopsis of phase deliverables is outlined below:

GROWTH STUDY PHASES



Project deliverables and timelines

The final Growth Study will identify the preferred approach to growth for the study area. The timing and report of interim and final project deliverables is outlined in the MDP project work plan. Administration intends to have the Growth Study completed by late 2016 to inform the completion of the MDP.

Next Steps

Administration is seeking Council approval of the MDP project workplan. Approval of the MDP project workplan will allow Administration to proceed with completion of the MDP update and the Growth Study. Completion of the Growth Study will follow the preliminary timelines:

Consultant selected	End of April 2016
Interim Report to Council	End of June 2016
Fiscal analysis (Parkland County)	Late July - August 2016 <i>(tentative)</i>
Final (draft) Growth Study Report	End of October 2016
Council Meeting	November 2016
Final Growth Study Report due	End of November 2016